

**EDWARD BYRNE MEMORIAL STATE AND LOCAL LAW  
ENFORCEMENT ASSISTANCE FORMULA GRANT PROGRAM**

**LOCAL LAW ENFORCEMENT  
SYSTEMS IMPROVEMENT  
GRANT PROGRAM**

**APPLICATION**

**EXECUTIVE OFFICE OF PUBLIC SAFETY  
PROGRAMS DIVISION  
ONE ASHBURTON PLACE  
SUITE 2110  
BOSTON, MASSACHUSETTS 02108**

**Argeo Paul Cellucci  
Governor**

**Jane Swift  
Lieutenant Governor**

**Jane Perlov  
Secretary of Public Safety**

**Michael J. O'Toole  
Executive Director**

**This Application can also be downloaded in PDF from the Executive Office of Public  
Safety Programs Division Web Page: <http://www.state.ma.us/ccj>**

# **Local Law Enforcement Systems Improvement Grant Program**

## **I. SUMMARY**

The Executive Office of Public Safety Programs Division is making Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant funds available to eligible local police departments to improve local law enforcement capacity for collecting and reporting complete, accurate, and reliable criminal justice information.

An estimated 25 grants will be awarded, with a maximum federal award of \$30,000. Grantees will be required to provide a hard cash match equaling 25% of the total project costs. For example, if a local police department applies for a maximum federal award of \$30,000, it is required to contribute a minimum of \$10,000 in local hard cash funds.

## **II. PROGRAM BACKGROUND**

The Executive Office of Public Safety is committed to improving overall police efficiency and ensuring a complete and accurate portrayal of crime in the Commonwealth. Often, police departments lack the critical funding needed to maintain and/or improve upon current systems. Antiquated equipment can hinder the performance of officers and negatively affect police productivity. Equipped with the proper tools and intelligence, police can respond to crimes more effectively and organize their resources and manpower more efficiently. System improvements will allow officers to spend more time on the street, interacting and responding to the needs of their community, and better serving the citizens of Massachusetts.

## **III. PROGRAM PURPOSE AREAS**

After a careful review of local law enforcement technology needs, and with consideration of the state's overall technology goals, the following system improvement purpose areas have been identified. Funding is limited to these areas. **No exceptions will be made.** Departments may apply for funding under multiple purpose areas as long as the total request for federal funds does not exceed \$30,000. Federal funds may not be used to satisfy match requirements for any other federal grant (e.g., COPS MORE 2001).

### **A) Participation in the National Incident-Based Reporting System (NIBRS)**

The accurate and timely submission of crime data is necessary to depict crime trends in Massachusetts. The Executive Office of Public Safety (EOPS) is firmly committed to the National Incident-Based Reporting System as a method of obtaining comprehensive crime information.

NIBRS builds on the Uniform Crime Report program (UCR) but collects incident-based rather than summary information regarding incidents and arrests. Individual crime incidents and arrest data regarding eight Index crimes and 38 other offenses are collected. Arrest data is also collected for 11 additional offenses. Unlike the UCR program, NIBRS counts all offenses and does not utilize the "hierarchy rule." The collection and analysis of NIBRS data provides the Commonwealth with a detailed account of offender characteristics and behavior, as well as the ability to identify the characteristics of crimes perpetrated against certain victim types (e.g., youth, elderly, domestic).

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The Executive Office of Public Safety strongly encourages local police departments to implement NIBRS. Departments applying for funds under this purpose area may request monies to establish or improve data collection efforts that will enable NIBRS implementation. Local police departments that currently submit NIBRS data may also apply for and allocate funding to improve NIBRS-related departmental information systems, including hardware, software, programming, training, or other expenses.

### **B) Purchase and Improvement of Records Management Systems (RMS)**

Records Management Systems allow for easy access to police department information including: on-line booking, incident report generation, crime data collection, restraining order notifications, arrests and booking, citations, and calls for service. Funds may be requested to support the initial purchase of an RMS or to improve an existing RMS.

### **C) Purchase of Electronic Mugshot Equipment or Integration of Electronic Mugshot with Fingerprints**

The ability to store and retrieve mugshots electronically aids law enforcement in the execution of certain duties. Although fingerprints are used as the primary means of identification, the ability to retrieve and print a photograph can improve efficiency in conducting wanted persons searches and/or for fast identity verifications of detainees.

The equipment necessary for implementing an electronic mugshot system includes, but is not limited to: digital camera, 18% gray scale background, proper lighting, and software for capturing, storing, and printing photo and document images in digital format.

Equipment purchased with Systems Improvement grant funds must be compatible with the department's Records Management System and must meet the Federal Bureau of Investigation/National Institute of Standards and Technology recommended best practices for image capture, background color, lighting, etc. For more information regarding these standards go to: [http://www.itl.nist.gov/iaui/vip/face/bpr\\_mug3.html](http://www.itl.nist.gov/iaui/vip/face/bpr_mug3.html).

### **D) Any other area identified by the department in need of systems improvement.**

Applicants requesting funds under this area must provide persuasive documentation and justification that the funds will contribute significantly toward the Commonwealth's goals of collecting and reporting complete, accurate, and reliable criminal justice information. This could include necessary enhancements to existing solutions, providing capability between local and State systems (e.g., software upgrades to existing Live Scan equipment for electronic submission).

## **IV. ELIGIBILITY CRITERIA**

This grant program is limited to local police departments in Massachusetts. Other Massachusetts law enforcement agencies (e.g., campus police, sheriff's departments, State Police) are not

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eligible for funding under this grant program.

## V. SELECTION CRITERIA

Upon proper submission to the Executive Office of Public Safety Programs Division, a systems improvement grant review committee will assess each department's application. As funds are limited, awards will be given only to those local police departments whose applications reflect clear and justifiable needs, clearly articulated plans and feasible time schedules.

Grants will be awarded according to the applicant's primary Program Purpose Area and the population of the applicant community. The primary Program Purpose Area will be determined by the area in which the majority of funds are requested. The Executive Office of Public Safety Programs Division may revise the selection criteria if the number of applications received does not meet expectations or if the applications do not demonstrate significant need or impact on the goals of this program.

Seven grants will be awarded to applicants who commit to NIBRS, and six grants each will be awarded to applicants applying under purpose areas B, C, and D.

Program Purpose Areas	Population of Applicant Community					
	< 5,000	5,001 – 10,000	10,001 – 25,000	25,001 – 50,000	50,001 – 100,000	> 100,000
A. NIBRS	1	1	1	1	2	1
B. RMS	1	1	1	1	1	1
C. Mug Shots	1	1	1	1	1	1
D. Other	1	1	1	1	1	1
Total per population	4	4	4	4	5	4
Total # of Grants	25					

## VI. MATCHING FUNDS

As required by the Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program, a hard cash match of 25% of the total project cost is required. A hard cash match is spent within the program period for project-related costs that further the goals of the approved project.

The percentage of match is based upon the *total project cost*. For example, a total project cost of \$40,000 with a 25% matching requirement would be funded with \$30,000 in federal dollars and \$10,000 in local hard cash match. The most common mistake in calculating match is taking the percentage off of the federal portion and not the total project cost.

Hint: The 25% match requirement can be easily determined by dividing the federal amount requested by 3. For example:

$$\frac{\$30,000 \text{ federal amount requested}}{3} = \$10,000 \text{ match amount}$$
$$\$30,000 \text{ federal} + \$10,000 \text{ match} = \$40,000 \text{ total project cost}$$

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## VII. LIMITATIONS ON THE USE OF FEDERAL BYRNE FUNDS

Funds for programs and services provided through this grant are intended to supplement, not supplant, local police department budgets. According to the Department of Justice, Office of Justice Programs (DOJ) Financial Guide (May 2000), "Federal funds must be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose." The DOJ definition of supplanting is "to deliberately reduce State or local funds because of the existence of Federal funds."

No funding will be approved for: construction, weapons, and ammunition. Property acquired with these funds is intended solely for departmental use. The Executive Office of Public Safety suggests that property acquired with grant funds be tracked using a computer-based inventory system.

## VII. GRANT PERIOD

The program period will be **one year** (July 1, 2001, through June 30, 2002). Grant recipients will be required to submit programmatic and fiscal quarterly reports to the Executive Office of Public Safety Programs Division. A complete reporting package will be provided to grant recipients at the time of award.

## VIII. DEADLINE

An ORIGINAL and TWO COPIES of the application must be received no later than 5:00 PM on **Friday, April 20, 2001**. Applications should be submitted to:

Executive Office of Public Safety Programs Division  
One Ashburton Place - Room 2110  
Boston, MA 02108  
Attention: Systems Improvement Grant Program

**NOTE – NO EXTENSIONS** for submission of applications will be granted. Faxed applications will **NOT** be accepted. Please **do not provide any additional pages or supporting materials not specifically requested, or use elaborate binding or other covering materials**. Failure to adhere to this request could adversely effect an applicant's score.

## IX. CONTACT

If you have any questions regarding this grant program, please contact Diana Brensilber, at: (617) 727-6300 x 25325 or via e-mail at [Diana.Brensilber@eps.state.ma.us](mailto:Diana.Brensilber@eps.state.ma.us)

## APPLICATION

**1)** Police Department Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (     ) \_\_\_\_\_ Fax (     ) \_\_\_\_\_

E-mail \_\_\_\_\_

**Print** Authorizing Official Name \_\_\_\_\_

Original Signature of Authorizing Official \_\_\_\_\_

Date \_\_\_\_\_

**2)** Project Director Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (     ) \_\_\_\_\_ Fax (     ) \_\_\_\_\_

E-mail \_\_\_\_\_

**3)** Financial Officer Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (     ) \_\_\_\_\_ Fax (     ) \_\_\_\_\_

E-mail \_\_\_\_\_

## **Local Law Enforcement Systems Improvement Grant Program**

- 4) Problem Statement:** Please define the problem that will be addressed by the acquisition of the requested technology. Describe the current status of the area in need of improvement.  
**(1 Page Maximum)**

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- 5) **Implementation Plan:** Please indicate the program purpose area(s) for which System Improvement Grant Program funds are requested. **Please review the project specifications and restrictions established in Section III.** Please describe the requested technology and clearly state how the acquisition of such technology will address the problem(s) identified in the prior section. Include a timetable that describes the steps and the length of time needed to achieve the desired outcome. (2 Page Maximum)

### Project Areas:

- ☐ A. Participation in the National Incident-Based Reporting System (NIBRS)
- ☐ B. Establishment of Records Management System (RMS)
- ☐ C. Purchase of Electronic Mugshot Equipment or Integration of Electronic Mugshot with Fingerprints
- ☐ D. Any other area identified by the department in need of systems improvement



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## **Implementation Plan: (Page Two)**

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### 6) System Improvement Project Budget

A) **Matching Funds Source:** Please indicate the source of matching funds (refer to Appendix I).

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B) **Budget Summary:** Indicate the federal amount requested, the amount of matching funds and the total project costs, according to the specified budget categories.

Budget Category	Federal Amount	Match Amount	Total
1. Personnel	\$ _____	+ \$ _____	= \$ _____
2. Training	\$ _____	+ \$ _____	= \$ _____
3. Equipment (Hardware)	\$ _____	+ \$ _____	= \$ _____
4. Equipment (Software)	\$ _____	+ \$ _____	= \$ _____
5. Supplies/Operating Equipment	\$ _____	+ \$ _____	= \$ _____
6. Contract Services	\$ _____	+ \$ _____	= \$ _____
7. Other Costs	\$ _____	+ \$ _____	= \$ _____
<b>Total Project Costs</b>	<b>\$ _____</b>	<b>+ \$ _____</b>	<b>= \$ _____</b>

C) **Budget Detail:** Please list all project costs according to the specified budget category.

1. **Personnel** - Costs associated with departmental personnel.

Position	Computation	Federal	Match
<i>Example: Systems Analyst</i>	<i>8 hours @ \$15/hour</i>	<i>\$120.00</i>	
<b>Subtotal</b>		<b>\$ _____</b>	<b>\$ _____</b>
<b>Total Personnel Costs (Federal + Match)</b>		<b>\$ _____</b>	

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2. **Training** - Costs associated with training courses and related materials.

<b>Title of Training</b>	<b>Computation</b>	<b>Federal</b>	<b>Match</b>
<b>Subtotal</b>		\$	\$
<b>Total Training Costs (Federal + Match)</b>		\$	

3. **Equipment (Hardware)** - Describe the make, model, and cost of all related hardware.

<b>Equipment (Hardware)</b>	<b>Computation</b>	<b>Federal</b>	<b>Match</b>
<b>Subtotal</b>		\$	\$
<b>Total Equipment (Hardware) Costs (Federal + Match)</b>		\$	

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4. **Equipment (Software)** - Describe the software to be purchased or modified, and the related costs.

Equipment (Software)	Computation	Federal	Match
<b>Subtotal</b>		\$	\$
<b>Total Equipment (Software) Costs (Federal + Match)</b>		\$	

5. **Supplies/Operating Equipment** - List items by type (office supplies, postage, training materials, copying paper, and other expendable items) and show computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supplies/Operating Equipment	Computation	Federal	Match
<b>Subtotal</b>		\$	\$
<b>Total Supplies/Operating Equipment Costs (Federal + Match)</b>		\$	

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- 6. Contract Services** - Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts.

Contract Name	Service Provided	Computation	Federal	Match
Example: XYZ Company, maintenance, 24x7 coverage 2 years				
<b>Subtotal</b>			<b>\$</b>	<b>\$</b>
<b>Total Contract Services Costs (Federal + Match)</b>			<b>\$</b>	

7. **Other** - Any other costs not listed in previous budget categories.

Other Costs	Computation	Federal	Match
<b>Subtotal</b>		\$	\$
<b>Total Other Costs (Federal + Match)</b>		\$	

# **Local Law Enforcement Systems Improvement Grant Program**

## **SPECIAL CONDITIONS**

To participate in the project, applicants must comply with the special conditions listed below. Failure to adhere to these conditions will affect eligibility for participation in future federal and state grants administered by the Programs Division:

1. Cooperate with EOPS monitoring, site visits, and other program evaluation activities as they relate to this and any other EOPS administered grant.
2. Complete and submit in a timely and satisfactory manner all required reports (e.g., financial, progress, and evaluation reports) related to this and any other EOPS administered grant.
3. Submit National Incident Based Reporting System (NIBRS) extracts to the State Police Crime Reporting Unit (CRU) on a monthly basis or implement a process to do so no later than the conclusion of this grant period. This applies to departments with automated records management systems capable of creating these extracts.
4. Consistent with M.G.L. Ch. 263 Sec. 1A, submit Fingerprint Cards to the Massachusetts State Police regularly for all felony arrests. All fingerprint cards submitted to the Department of State Police during the period of this grant shall contain an Offense Based Tracking Number (OBTN) generated and assigned by the police department in accordance with guidelines for said OBTN promulgated by the State Police and Criminal History Systems Board.
5. Provide a minimum of 25% of the total project costs in hard cash matching funds and maintain the required accounting records to track such funds.
6. Submit monthly juvenile lockup data to EOPS (if your department has a DYS approved juvenile lockup) via CJIS/LEAPS, as well as evidence of compliance with the status offender law (M.G.L. Ch. 119, Sec. 39H) which provides that no status offender (e.g., runaway, CHINS, stubborn child, etc.) may be held securely in a police station lockup. Non-secure alternatives are available statewide through the Department of Social Services. Technical assistance is available from EOPS compliance monitors.
7. Maintain a current user agreement with the Criminal History Systems Board and adhere to its conditions and requirements through the length of the grant period. Further, departments shall report all OUI arrests using the automated OUI reporting system contained within said CJIS system. [This applies to departments with equipment connected to the Criminal Justice Information System (CJIS).]
8. Make every effort to work with local courts to return non-electronic, paper warrants (so-called legacy warrants), issued prior to the implementation of the electronic warrant management system (WMS), for evaluation and possible conversion to the WMS. Departments that are unable to achieve such conversion by the end of the grant period are required to submit a status report to the EOPS Programs Division outlining the number of remaining legacy warrants, and what efforts have been undertaken to achieve their conversion to WMS during the grant period. (This applies to departments currently holding these non-electronic, paper warrants).

**I have read and agree to comply with all of the above Special Conditions.**

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

## Appendix I

### FEDERAL MATCHING REQUIREMENT

#### Questions Most Frequently Asked

##### **How much is the matching requirement?**

The amount of match required by a block or formula program is stipulated in the legislation which authorizes the program. Always defer to the administering agency to clarify the match amount.

##### **How do you figure the matching percentage?**

The percentage of match is based upon the *total project cost*. For example, a total project costing \$40,000 with a 25% matching requirement would consist of \$30,000 in federal funds and \$10,000 in local hard cash matching funds.

##### **What is the most common mistake in calculating match?**

Taking the percentage off of the federal portion and not the total project cost is the most common mistake when calculating the amount.

##### **Are there different types of match?**

Yes, there are two basis types of match. *Cash match*, also referred to as hard cash match, is cash spent within the program period for project-related costs that further the goals of the project. *In-kind match*, also referred to as soft match, is the value of services or goods donated to the project.

**Note: This grant requires hard cash match only.**

##### **What are allowable sources of hard cash match for a federally funded project?**

- Funds from State and local units of government that have a binding commitment of matching funds for programs or projects (e.g., state Community Policing Grant Program funds).
- Forfeited assets from the Equitable Sharing Program, 21 USC S .881 (adjudicated by a federal court).
- Funds contributed from private sources.
- Program income and related interest earned on that program income generated from other projects may be used as match.
- Program income funds earned from seized assets and forfeitures (adjudicated by state law).

##### **Can federal funds be used as match?**

No, but there are two exceptions. Funds from the Housing and Community Development Act of 1974, 42 USC s.5301, et seq. (subject to the applicable policies and restrictions of the Department of Housing and Development) and the Appalachian Regional Development Act of 1965, 40 USC S. 412.

##### **When must the match be expended?**

Matching funds must be obligated by the end of the project period.

##### **Does match have to be new money?**

Yes, programs must certify that the match of the program is made *in addition to funds* that would otherwise be made available for law enforcement programs. Funds for programs and services provided

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through this grant are intended to supplement, not supplant, local police department budgets. According to the Department of Justice, Office of Justice Programs (DOJ) Financial Guide (May 2000), "Federal funds must be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose." The DOJ definition of supplanting is "to deliberately reduce State or local funds because of the existence of Federal funds."

### **What if I am not certain if my match is appropriate?**

The Executive Office of Public Safety Programs Division will provide technical assistance to any applicant who is not certain if their match is correct.